

LMS TIMELINE / MATRIX

Revised 11/14/03

ACTIVITY	DATE	RESPONSIBLE PARTY	COMMENTS
Review and approve: <ul style="list-style-type: none"> LMS subcommittee charter Priority Features Selection Process/Timeline 	10/30/03	<ul style="list-style-type: none"> Prepared by DOH staff Approval by subcommittee 	
PHASE I – Prequalification	10/30/03-1/15/03		
1. Develop SOW and selection criteria for vendor selection for review and comment by: <ul style="list-style-type: none"> LMS Committee DIS DOH Contracts/DIRM 	By 12/1/03	<ul style="list-style-type: none"> Prepared by DOH staff Reviewed by subcommittee and required approval authorities 	
2. Revise SOW and other requirements and send to CDC to initiate RFP process	By 12/5/03	<ul style="list-style-type: none"> DOH and CDC 	
3. Review vendor evaluation guide and revise as necessary	By 12/15/03	<ul style="list-style-type: none"> Prepared by DOH Reviewed by subcommittee 	
4. Screen proposals to determine short list vendors.	By 1/15/03	<ul style="list-style-type: none"> DOH staff 	
PHASE II – Evaluation and Demonstration			
1. Arrange for vendor demonstrations	1/15/03-1/30/03	<ul style="list-style-type: none"> Arranged by DOH for subcommittee members 	
2. Recommend a vendor for selection	By 2/9/03	<ul style="list-style-type: none"> Subcommittee members 	
3. Negotiate LMS contract and identify next steps for implementation	By 2/27/03	<ul style="list-style-type: none"> DOH negotiates contract Subcommittee recommends next steps 	